

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Secretary - Administration

Revision Date: 05/10
EEO Code: Admin Support
Status: Non-Exempt
Control No: 30203

II. Summary Statement of Overall Purpose/Goal of Position:

Under direct supervision of the Mayor's Office Manager, performs general office duties, maintains confidential records and files, prepares agendas and other documents, receives and handles phone calls and walk-in public and performs other clerical duties.

III. Essential Duties:

- Receives telephone calls and walk-in-public, directing individuals to appropriate office personnel and responding directly to matters concerning routine office business.
- Provides backup and support for Mayor's Office Manager.
- Schedules meetings, appointments, conferences and travel.
- Types various office correspondence, memoranda and other documents.
- Responds to a variety of correspondence.
- Maintains and prepares agendas and minutes.
- Handles various, specially assigned administrative activities including facilitating projects, programs, research or report preparation.
- Performs general office duties including copying, filing and ordering office supplies and equipment.
- Assists with maintenance of department budget file and processing of purchase orders and check requests.

IV. Marginal Duties:

- Occasional need to drive.
- Performs other duties as assigned.

V. Qualifications:

Requirements: Valid Utah Driver's License is required.

Education: Requires one year of secretarial or business training.

Experience: Requires two years prior experience in job-related secretarial or business related activities with demonstrated competence; may substitute additional experience for education.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Correct English usage, spelling, vocabulary and arithmetic; clerical and general office practices, procedures and equipment; data entry and word processing; effective filing procedures.

Responsibility for: Important City records dealing with confidential matters; the exercise of discretion and judgment; great responsibility for the care, condition and use of materials; putting hostile and upset people at ease and directing them to the proper person who can assist them; positively representing the Mayor, CAO and the City.

Communication Skills: Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments, requiring tact and judgment to avoid friction; regular and

frequent outside contact with the public and persons of high rank, requiring tact and judgment; requires well developed sense of strategy and timing; ability to deal well with upset and irate people.

Tool, Machine, Equipment Operation: Type 50 wpm; requires regular use of a computer, printer, fax, adding machine, copier, scanner and telephone system. Good working knowledge of computer programs, including Microsoft Office.

Analytical Ability: Prioritize tasks; work well under pressure; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and decisions; may work independently on assigned projects involving simple research, data collection and report preparation.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee may sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday; daily contact with high-profile individuals.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

HUMAN RESOURCES DEPT APPROVED BY: _____ DATE: _____